

City of York Board of Architectural Review
Minutes
November 4, 2019

Members present:

Chairperson Beth Bailey
Linda Lowman
Diane Hanlon
Gary Stewart
A. Lee McLin
Gene Gaulin

Members absent:

Quinn Witte

Others present:

Planning Director Breakfield
(see sign-in sheet)

Chairperson Beth Bailey called the meeting to order at 6:30 p.m.

The first item of business was approval of the draft Minutes from the October 7, 2019 meeting. Upon a Motion by Gene Gaulin, seconded by Linda Lowman, the Board unanimously approved the Minutes as submitted.

The second item of business was consideration of a certificate of appropriateness (COA) application for renovations to the York County Government Office located at 26 West Liberty Street.

Planning Director Breakfield reminded the Board of requirements from the Historical District Construction Design Standards (HDCDS).

Per the evaluation process detailed in the HDCDS, the Board made the following findings of facts regarding the proposal:

1. The subject property is historic and located in a largely-intact, historically, architecturally, and culturally-significant area.
2. The subject certificate of appropriateness application complied with the HDCDS.

After discussion and upon a Motion by A. Lee McLin, seconded by Gene Gaulin, the Board unanimously approved the application as submitted.

The third item of business was consideration of a certificate of appropriateness (COA) application for renovations and window signage for Dana's Bakery located at 5 & 7 East Liberty Street.

Planning Director Breakfield reminded the Board of requirements from the Historical District Construction Design Standards (HDCDS).

Per the evaluation process detailed in the HDCDS, the Board made the following findings of facts regarding the proposal:

1. The subject property is historic and located in a largely-intact, historically, architecturally, and culturally-significant area.
2. The subject certificate of appropriateness application complied with the HDCDS.

After discussion and upon a Motion by Beth Bailey, seconded by Diane Hanlon, the Board unanimously conditionally approved the application based on the telephone number and hours of operation only being shown on one door.

The fourth item of business was consideration of a certificate of appropriateness (COA) application for a new single family dwelling to be located on Broad Street (on the lot next door to 5 Broad Street).

Planning Director Breakfield reminded the Board of requirements from the Historical District Construction Design Standards (HDCDS).

Per the evaluation process detailed in the HDCDS, the Board made the following findings of facts regarding the proposal:

1. The subject property is historic and located in a largely-intact, historically, architecturally, and culturally-significant area.
2. The subject certificate of appropriateness application complied with the HDCDS.

After discussion and upon a Motion by Beth Bailey, seconded by Gene Gaulin, the Board unanimously conditionally approved the application with exceptions for the porch to be made of concrete (because it is new construction) and an integral garage being allowed (because the garage is not visible from the street and the door faced the side or rear of the property) as well as the window being omitted from the gable.

The fifth item of business was consideration of a Special Tax Assessment Preliminary Certification application for renovations for the property located at 21 West Liberty Street.

The Board reviewed the relevant ordinance requirements for the Special Tax Assessment Preliminary Certification application.

After discussion and upon a Motion by Gene Gaulin, seconded by Linda Lowman, the Board unanimously approved the application.

The sixth item of business was discussion of potential revisions to the historical standards to allow certificate of appropriateness review by City staff in specified situations.

By affirmation, the Board stated they felt comfortable with staff approving the following scenarios as long as the Board was informed of any approvals at a subsequent meeting:

1. Window decals/lettering subject to the following requirements:
 - a. Font families that are appropriate to the district are: Arial, Courier, Garamond, Helvetica, Old English, Optima, Sanserif, Script, Stencil, Times, Times New Roman and Zurich.
 - b. Lettering and graphics must be painted or have vinyl lettering that is plotter cut and of premium cast high performance vinyl (life expectancy of eight (8) years).
 - c. Signs in windows shall not cover more than twenty (20) percent of a window or five (5) percent of the wall façade (whichever is less).
2. Fencing subject to the following requirements: located in the rear yard of the property, a maximum height of 6 feet and must be constructed of wood, aluminum or wrought iron.

The Board indicated that other scenarios will likely be added to this list in the near future.

There being no further business, the meeting was adjourned at 7:30 pm.

Respectfully submitted,

C. David Breakfield, Jr. AICP, MCP
Planning Director

cc: File, Board of Architectural Review 11/4/19
Seth Duncan, City Manager